

Sundre Community Centre

Rental Contract

Rental Date(s): _____

Name of Renter: _____

Type of Use: _____

Contact Person #1: _____ Phone: _____ (w) _____ (h)

Contact Person #2: _____ Phone: _____ (w) _____ (h)

Billing Address: _____

No. of People Attending: _____ Bartenders: _____

Date of Event _____

Start Time _____

End Time _____

	✓ if using	Cost
Auditorium	_____	\$ _____

Sound System	_____	\$ _____
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Lighting	_____	\$ _____
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Bar Room	_____	\$ _____
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Screen	_____	\$ _____
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Kitchen	_____	\$ _____
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Storage	_____	\$ _____
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Conference Rm	_____	\$ _____
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Sound System	_____	\$ _____
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Projector	_____	\$ _____
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VCR/DVD	_____	\$ _____
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Sub-Total	\$ _____
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GST	\$ _____
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Total Rental Charge	\$ _____
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The User must contact the Community Services Department at least two weeks prior to the event to confirm setup/take-down/clean-up as well as any other special requirements.

Sundre Community Centre Rental Contract continued

Deposit

For all major events the User is required to submit a deposit to be used as a retainer for the use and occupancy of the Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

Deposit Amount:	\$ _____	Method of Payment	_____	Receipt #	_____
Rental Fee Amount:	\$ _____	Method of Payment	_____	Receipt #	_____
Total Rental Amount:	\$ _____	Method of Payment	_____	Receipt #	_____

Office Use: Deposit Return Date _____

Refund Policy

Cancellations of bookings will result in a \$25.00 administration fee to be withheld from the rental payment. Cancellation of bookings less than two weeks prior to the event shall result in the total loss of the rental payment. Any damage to the Centre (including confetti) could result in deposit funds withheld.

Rental Conditions

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person, persons or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Community Centre by the User or their guests.

If the keys are required, they can be picked up from the Town of Sundre office on the last working day before the event. Please remember other users may have keys as it is a Community Facility.

Room Capacities:

For maximum occupancy of rooms at the Sundre Community Centre please contact the Community Services Department at (403) 638-3551

I have read and agree to the terms and conditions of this rental contract.

Print Name of Renter/User

Signature of Renter/User

Date

Print Name of Town of Sundre Employee

Signature of Town of Sundre Employee

Date

Comments:

For Department Use Only

Contract Completed	Y	N	Date	_____	initial	_____	
Insurance	Y	N	N/A	Date	_____	initial	_____
Rules & Reg	Y	N	Date	_____	initial	_____	
Set-up/Takedown/Clean-up		Y	N	_____	initial	_____	